



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office

2800 Cottage Way, Suite W1834

Sacramento, California 95825

www.ca.blm.gov

January 16, 2001



In Reply Refer To:

1382 (P)

CA-944

EMS TRANSMISSION: 01/16/01

Instruction Memorandum No. CA-2001- 021

Expires: 09/30/2002

To: All California Employees

From: DSD, Support Services

Subject: Temporary Duty Travel Training

DD: 01/19/01

In response to many requests from BLM employees for training regarding Temporary Duty Travel, the Business Center is offering a Temporary Duty Travel Training session the week of February 12, 2001. California BLM has made arrangements for Vickie Smith from the Business Center to conduct this training at two locations. This training was recently held in Arizona and was well- received.

At least one representative from each office should plan on attending, however, all interested employees are encouraged to take advantage of this helpful training opportunity. Depending on your physical location, you would attend the training location that is closest to you. Each training session is 1½ days in duration. The schedule is as follows:

CA State Office

Monday, February 12 - 8:00 a.m. - 4:00 p.m.

Tuesday, February 13 - 8:00 a.m. - 12:00 p.m.

California Desert District

Thursday, February 15 - 10:00 a.m. - 4:00 p.m.

Friday, February 16 - 8:00 a.m. - 12:00 p.m.

We need an accurate estimate on how many employees will be attending each session, so if you are planning to attend one of these training sessions, please contact Sandy Fox at the CASO by Friday, **January 19, 2001** via e-mail at sfox@ca.blm.gov with your choice of location for this training.

If you have any questions please contact Sandy Fox in the State Office at (916) 978-4522.

Signed by:
Karen L. Barnette
DSD, Support Services

Authenticated by:
Cheryle Meyer
Staff Assistant